



## University of Colorado 401(a) Retirement Plan Participants

### *Checklist for within three months of retirement*

When you are two or three months from your target retirement date, it's time to set the retirement process into motion. You should be aware of important deadlines that will affect your retirement and retiree benefits. During this time, you should schedule an appointment to meet with a CU benefits professional to ensure a smooth transition.

### Two to three months prior to your retirement date

**Schedule** a meeting with a CU benefits professional. You will discuss your eligibility for retirement, eligibility for university medical, dental and life insurance options and review the enrollment process. There will be time to address any other retirement questions you may have. To make an appointment, call **303-860-4200, option 3**.

Prior to your appointment, familiarize yourself with:

- [CU Retirement Ready Digital Session and website](#)
- [CU Retirement Ready Eligibility Guide for CU 401\(a\) Participants](#)
- [CU Retiree Benefits for CU 401\(a\) Participants](#)

**Bring** the following to your benefits meeting, if applicable:

- If you are newly enrolling a dependent(s) in your university benefits at the time of retirement, bring the necessary [dependent eligibility verification](#) documents to the meeting.
- Please request a letter confirming years of service for retirement purposes from human resources for years worked that are not reflected in the university's human resources system (HCM) if you worked for CU and were terminated prior to 2000.

**A CU benefits professional will provide the following forms:**

- [Retiree Benefits Enrollment Form](#)
- [Retiree Banking Authorization Form](#)
- Applicable CU [403\(b\)](#), [PERA 401\(k\)](#) or [PERA 457](#) forms to enroll or increase your contributions
- [Dependent eligibility verification documents](#)

**Send in forms:** The deadline date to send in your retiree paperwork to benefits is 31 days from your retirement date. However, to ensure a smooth transition to your retiree benefits, we recommend sending in all retiree paperwork to benefits at least one month prior to your retirement date.

**Notify your department:** Once you select your retirement date, notify your department head, supervisor and/or HCM department user of your expected departure date. If you are eligible for any sick and/or vacation payouts, you must confirm your leave balances with your department and arrange to have your department process this payout through the monthly time collection.

**Finalize any tax-deferred CU 403(b), PERA 401(k) and/or PERA 457 deductions:** If you plan to defer taxes on your final pay including sick and vacation leave payout, you must send election forms to Employee Services at least one month before your final paycheck.

## Sending forms by mail or in person

Make a copy for your records. Send or drop off the original to:

Employee Services  
University of Colorado  
1800 Grant Street, Suite 400  
Denver, CO 80203

## Sending forms by fax (secured)

Keep a copy of the fax transmission for your records.

Fax: 303-860-4299

## Failure to take action

If you are eligible for retirement with the university and you do not take action to retire within 31 days of your date of retirement, the following defaults will apply:

**Medical and dental:** Plans are waived for the remainder of the plan year. You are not allowed to enroll unless you experience a life event or until the following Open Enrollment period, with benefits beginning July 1.

**Basic life insurance:** Your basic life insurance will be waived and will remain permanently waived.

**Optional life insurance:** This benefit will be waived and will remain permanently waived.